



State of Tennessee  
Department of Commerce and Insurance  
Board of Architectural and Engineering Examiners  
500 James Robertson Parkway, Third Floor Nashville, TN 37243-1142  
800-256-5758 615-741-3221 615-532-9410 (Fax)

## Engineer Intern

(For individuals who are graduates of an EAC/ABET accredited undergraduate engineering curriculum of four (4) years or more or one that has been determined to be substantially equivalent)

**You may fill out the application online. The application must then be printed because it must be signed by the applicant and the applicant's sponsor/reference.**

### Exam Dates and Application Deadlines

<b>NOTE: If a deadline falls on a Saturday, Sunday, or a state holiday, the deadline will be extended until the close of business on the next business day.</b>	
<b>Test Dates</b>	<b>Application Deadline — Individuals w/ Undergraduate Engineering Degree (Application and Fee due in Board Office)</b>
October 25, 2008	August 1, 2008
April 25, 2009	January 1, 2009
October 24, 2009	August 1, 2009
April 17, 2010	January 1, 2010
October 30, 2010	August 1, 2010
April 9, 2011	January 1, 2011
October 29, 2011	August 1, 2011
April 14, 2012	January 1, 2012
October 27, 2012	August 1, 2012
April 13, 2013	January 1, 2013
October 26, 2013	August 1, 2013
April 12, 2014	January 1, 2014
October 25, 2014	August 1, 2014
April 17, 2015	January 1, 2015
October 30, 2015	August 1, 2015

## Fees

Cost of exam – **\$50**

Payment must be made at the time of application and the fee is not refundable. Submit the completed application and fee to the address on the application form.

## Forms

### (1) Application Form —

- ♦ Type or write your name in #1 on the application as you want it to appear on your certificate and in your permanent record.
- ♦ In # 9 provide an emergency contact to be called in the event of a medical emergency at the exam site.
- ♦ Fill out the application completely online or after downloading it. Sign the application and obtain the required signature from a sponsor/reference. An employer, company official, or former professor must sign your application as a sponsor or reference. Relatives or Board members are prohibited from serving as references.
- ♦ Submit the application and fee (payable to the **Tennessee Department of Commerce and Insurance**) to the Tennessee Board. The application must be received by the stated deadline. Any major modification of state approved forms may cause the Board to reject your application.

### (2) Request-For-Transcript Form —

Submit the Registrar's letter to each post-high school institution attended. Your transcript(s) should be submitted directly to the Board office from each institution attended.

## Disability and Religious Accommodations

If you require special accommodations in taking this examination, contact [NCEES](#).

## Applicants with Foreign Degrees

Rule 0120-1-.10 states that engineering degrees that are not accredited by the Accreditation Board for Engineering and Technology (ABET) shall be referred at the applicant's expense to a person or an entity approved by the Board and qualified to evaluate equivalency to an ABET-accredited engineering program for evaluation and recommendation. The Board has approved the Center for Professional Engineering Education Services (CPEES), an affiliate of the National Council of Examiners for Engineering and Surveying (NCEES), to evaluate foreign undergraduate engineering degrees. For further information regarding the evaluation process, contact CPEES at the address below:

P.O. Box 720010  
Miami, FL, 33172  
Phone: 800-464-7650  
Website: [www.cpees.org](http://www.cpees.org)  
E-mail: [centersupport@ncees.org](mailto:centersupport@ncees.org)

## Applicants with Non-Accredited Domestic Degrees

Rule 0120-1-.10 states that engineering degrees that are not accredited by the Accreditation Board for Engineering and Technology (ABET) shall be referred at the applicant's expense to a person or an entity approved by the Board and qualified to evaluate equivalency to an ABET-accredited engineering program for evaluation and recommendation. The Board has approved a former engineering professor to evaluate domestic undergraduate engineering degrees. The cost for such evaluations is \$40 per hour; an invoice for this service will be sent to applicants requiring an evaluation following receipt of the evaluation.

## Scheduling Information

- ♦ The Board has contracted with NCEES for exam administration services, including the scheduling of candidates. NCEES will distribute test admission notices to approved candidates 2-3 weeks before the exam. For further information, visit the [NCEES](#) website.
- ♦ Correspondence will be mailed to your designated address. Include your zip code and apartment number if applicable.
- ♦ Notify the Board office immediately of any change of address.
- ♦ If you must postpone, contact the Board office as soon as possible prior to the scheduled exam date. A \$25 fee will be assessed if you postpone after the exams are ordered.

## Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

## Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

## Score Reporting

Exam scores are received approximately 75 days after the date of the exam; you will be notified, in writing, within 10 days from the day scores are received. Scores will be mailed to your designated address. Include your zip code and apartment number if applicable.

Scores are not released over the phone nor posted on the website.

## Board Contact

If you have questions about any of this information call Cindy Toombs at 615-741-3221, 800-256-5758, or send an e-mail: [cynthia.toombs@state.tn.us](mailto:cynthia.toombs@state.tn.us).



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**APPLICATION FOR CERTIFICATION AS AN ENGINEER INTERN  
(Fundamentals of Engineering Exam)**

**THIS APPLICATION IS FOR INDIVIDUALS WHO HAVE ENGINEERING DEGREES**

Answer **ALL** questions completely as applicable. Type or print legibly.

1. Full Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
Last First Middle

2. Date of Birth \_\_\_\_\_ Where \_\_\_\_\_  
City State

3. Residence Address \_\_\_\_\_  
Phone # \_\_\_\_\_

4. Business Affiliation \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_ Business \_\_\_\_\_ Residence

5. Undergraduate Engineering Degree

College/University \_\_\_\_\_

Address \_\_\_\_\_

Engineering degree awarded \_\_\_\_\_ Date awarded \_\_\_\_\_

Major \_\_\_\_\_

6. \_\_\_\_\_ Initial Application or \_\_\_\_\_ Reapply Date previously sat for exam in Tennessee \_\_\_\_\_

7. I wish to be examined \_\_\_\_\_ at \_\_\_\_\_  
Date Exam Location

8. I require special accommodations in taking an exam. \_\_\_\_\_ Yes \_\_\_\_\_ No  
If the answer is yes, REFER to instructions for additional information.

9. Emergency contact (name and phone number): \_\_\_\_\_

10. Have you ever been convicted of a felony/felonies? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, submit a letter of explanation and a certified copy(ies) of the judgment(s) with this application.

## TO BE COMPLETED BY APPLICANT

- I hereby apply for certification as an engineer intern by the Tennessee Board of Architectural and Engineering Examiners. The information provided on this application is accurate.
- If this application is approved, I understand that I will be required to take and pass an 8-hour written exam before an engineer intern certificate will be granted.
- An engineer intern certificate, if granted, **will not** authorize me to practice engineering or make public use of the title "engineer" in the State of Tennessee; however, as an engineer intern certificate holder, I may use the title "engineer intern."

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION BELOW TO BE COMPLETED BY APPLICANT'S SPONSOR/REFERENCE

I believe that \_\_\_\_\_ is of good character and repute, and I hereby recommend the applicant to the Tennessee Board of Architectural and Engineering Examiners as worthy of consideration for certification as an engineer intern.

Sponsor/Reference's name (please print) \_\_\_\_\_

Signature of Sponsor/Reference \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



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THE REGISTRAR

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Dear Sir:

I am applying for registration as a/an

\_\_\_ architect \_\_\_ engineer \_\_\_ engineer intern \_\_\_ interior designer \_\_\_ landscape architect

The Tennessee Board of Architectural and Engineering Examiners requires a transcript of my record.

I attended \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
College or University Date Date

and graduated on \_\_\_\_\_ with \_\_\_\_\_ degree in \_\_\_\_\_  
Date Type of Degree

My social security number is \_\_\_\_\_  
.

I will appreciate your forwarding a transcript of my record to:

STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR  
NASHVILLE, TN 37243-1142

as soon as possible, since my application will not be considered by the Board until the transcript is received in the Board Office.

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,